

CARLTON GERRELL, MAYOR
KIM FOSTER, CITY MANAGER
FRED MCLEAN, ATTORNEY



TERRY FULLER, COMMISSIONER
GAYLE GRIFFITH, VICE MAYOR
JACKIE JONES, COMMISSIONER
SAM THARPE, COMMISSIONER

**CITY OF PARIS, TENNESSEE
BOARD OF COMMISSIONERS REGULAR MEETING AGENDA**

**CITY HALL COURTROOM
May 4, 2017
5:00 P.M.**

REGULAR MEETING

Call to Order: Carlton Gerrell, Mayor

Roll Call: Traci Pillow, Finance Director

Pledge of Allegiance and Prayer

Approval of the Minutes of Previous Meetings: Regular Meeting – April 6, 2017

Board Will Hear Comments from Citizens

Board Will Hear Comments from the Commission

Service Resolutions and Proclamations: None

OLD BUSINESS

None

NEW BUSINESS

1. **Financial Update:** Traci Pillow, Finance Director
2. **Appointments to Boards:** None
3. **Ordinance to Amend the FY 2017 Budget:** Kim Foster, City Manager
4. **Resolution Authorizing the Issuance of Bonds in Conjunction with the City's Energy Efficiency Project:** Kim Foster, City Manager
5. **Ordinance to Amend Public Records Policy:** Traci Pillow, Finance Director
6. **Proposed Change to the City's Current 457 Plan and Introduction of the State's 401K Plan:** Traci Pillow, Finance Director
7. **Resolution to Amend the City of Paris Personnel Rules and Regulations:** Kim Foster, City Manager
8. **BPU Request for Water and Sewer Tap Fee Increases:** Terry Wimberley, BPU General Manager
9. **Ordinance to Amend 11-1503 E.2. and 11-1503 G. of the Paris Municipal Code (Zoning of Commercial Lots):** Jennifer Morris, Community Development Director

10. **Ordinance to Amend 5-201 and 5-202 of the Paris Municipal Code (Peddler Ordinance):** Jennifer Morris, Community Development Director

Various Projects Updates: Kim Foster, City Manager

Adjournment

**NEW BUSINESS
AGENDA ITEM NO.1
Financial Update**

Retail sales for the month of February showed a decrease of 3.35% compared to February of last year. They are still ahead by 1.82% for the calendar year to date.

General Fund expenditures exceeded revenues by \$202,554 in the month of March. Revenues are still ahead fiscal year to date by \$850,662. The month of March was a three pay period month for payroll which comes along twice a year. Some of the other expenses included \$10K for the HVAC unit at TRC, \$13K on tires for Street and Sanitation Departments, and \$20K to non-profit donations (Fair Board & Chamber).

Solid Waste/Landfill revenues exceeded expenditures \$19,591 in the month of March and revenues are also ahead \$323,617 for the fiscal year to date.

Other Business:

One Part-time employee hired for the Animal Shelter and three part-time recreation assistants for the Parks Department were hired.

We issued 13 business licenses in March:

New business: Leather Hearts, Renaissance, Old West Steak House, Henry's Cleaning, G Mommas, Cowan Christian Printing, Peanut's Biker Gallery, Ground to the Crown Construction Renovations

Renewals: Dewana's Unique Cleaning, Lakeside Plumbing

New Owner: Paris Loft Wines & Spirits

Additional Location: Real Floors Inc (Contractor), Wormley Brothers Enterprises (Roofing Contractor)

**MONTHLY OPERATING STATEMENT
MARCH 2017**

REVENUES

	<u>Annual Budget</u>	<u>Current Month</u>	<u>Yr to Date</u>	<u>Percent Realized</u>
Property Taxes	1,185,800	56,556	1,130,308	95.32%
Local Option Sales Tax	4,472,000	330,251	3,454,763	77.25%
Wholesale Liquor / Beer	775,000	46,581	580,477	74.90%
Business Tax	340,000	19,904	73,587	21.64%
Fees & Licenses	161,500	1,880	128,859	79.79%
In Lieu Payments	851,250	60,105	570,477	67.02%
Grants	688,000	0	48,551	7.06%
State Shared taxes	1,483,000	132,042	1,196,856	80.71%
Proceeds-2015 Multi-Purpose Bond	575,000	0	249,647	43.42%
All Other	1,239,213	117,907	1,054,941	85.13%
Total General Fund Revenue	11,770,763	765,224	8,488,467	72.11%
Solid Waste Collection - BPU	1,230,000	104,417	932,480	75.81%
Solid Waste Disposal - Transfer	175,000	22,108	156,072	89.18%
Solid Waste Disposal - Brush	132,000	14,313	100,726	76.31%
Refuse Disposal Chgs - County	40,000	0	17,636	44.09%
Proceeds from Co-Track Loader	28,375	0	28,375	100.00%
Other (Tires/Recycle/Disc.)	3,125	89	2,173	69.53%
Total Solid Waste/Landfill	1,608,500	140,927	1,237,462	76.93%
Total Drug Fund	59,000	2,271	31,854	53.99%
TOTAL REVENUES	13,438,263	908,422	9,757,783	72.61%
<u>REVENUES OVER / (UNDER) EXPENDITURES</u>		<u>Current Month</u>	<u>Yr to Date</u>	
General Fund		(202,554)	850,662	
Solid Waste/Landfill		19,591	323,617	
Drug Fund		(4,696)	6,182	

EXPENDITURES

	<u>Annual Budget</u>	<u>Current Month</u>	<u>Yr to Date</u>	<u>Percent Realized</u>
Grants & Donations	231,294	20,142	164,058	70.93%
General Administration	362,574	37,160	266,265	73.44%
Economic Development	139,572	16,924	107,741	77.19%
Elections	2,300	0	4,000	173.91%
Financial Administration	282,915	22,249	213,763	75.56%
City Hall Building	96,956	7,230	67,236	69.35%
Police Department	2,028,916	193,006	1,526,742	75.25%
Downtown Parking	20,426	2,120	13,640	66.78%
Emergency Communications	582,998	57,151	417,735	71.65%
Fire Department	1,552,339	178,312	1,140,640	73.48%
Building Inspection	118,487	13,360	91,566	77.28%
Street Maintenance	1,487,802	122,726	1,122,033	75.42%
State Street Aid	325,000	7,228	300,443	92.44%
Street Lighting	265,200	22,260	199,541	75.24%
City Garage	303,289	31,706	208,565	68.77%
Cemetery Maintenance	45,601	3,100	29,901	65.57%
Health & Animal Control	126,552	12,244	87,235	68.93%
Civic Center	500,841	50,463	380,265	75.93%
Parks & Recreation	1,029,261	96,371	669,322	65.03%
Library	152,618	25,436	127,182	83.33%
Community Development	1,414,500	21,619	348,491	24.64%
Debt Service	582,310	26,971	151,443	26.01%
General Fund Expenditures	11,651,751	967,778	7,637,806	65.55%
Refuse Collection	635,405	55,549	402,776	63.39%
Contractual Services	450,000	47,491	362,799	80.62%
Landfill	205,490	18,296	148,270	72.15%
Total Solid Waste	1,290,895	121,336	913,844	70.79%
Total Drug Fund	72,800	6,967	25,672	35.26%
TOTAL EXPENDITURES	13,015,446	1,096,081	8,577,322	65.90%

**CITY OF PARIS, TENNESSEE
RETAIL SALES**

	2013	2014	2015	2016	2017	% Incr(Decr)
JANUARY	\$21,142,986	\$21,495,329	\$23,009,885	\$22,789,434	\$24,536,880	7.67%
FEBRUARY	\$22,891,104	\$24,572,900	\$23,295,076	\$25,750,142	\$24,888,226	-3.35%
MARCH	\$26,331,754	\$26,710,508	\$27,326,289	\$30,192,335		
APRIL	\$24,763,172	\$25,907,395	\$28,122,156	\$27,950,237		
MAY	\$26,115,472	\$27,256,406	\$27,902,318	\$27,736,226		
JUNE	\$26,442,974	\$27,400,649	\$29,311,861	\$30,539,077		
JULY	\$24,708,444	\$25,320,292	\$27,448,780	\$27,236,322		
AUGUST	\$24,462,464	\$26,406,849	\$26,395,078	\$26,842,574		
SEPTEMBER	\$24,928,640	\$26,453,764	\$28,353,058	\$28,795,120		
OCTOBER	\$24,450,137	\$25,020,809	\$26,933,939	\$26,630,740		
NOVEMBER	\$24,858,456	\$26,337,947	\$26,614,076	\$28,012,769		
DECEMBER	\$31,005,408	\$32,420,735	\$34,198,562	\$36,351,387		
TOTAL	\$302,101,012	\$315,303,583	\$328,911,078	\$338,826,364	\$49,425,106	
Previous YTD % Increase / Decrease	-1.94%	4.37%	4.32%	3.01%	1.82%	

NEW BUSINESS
AGENDA ITEM NO. 2
Appointments to Boards

None

NEW BUSINESS
AGENDA ITEM NO. 3
Ordinance to Amend the FY 2017 Budget (First Reading)

In keeping with the wishes of the Office of State and Local finance, proposed adjustments to the FY 2017 budget are contained in the following ordinance. As usual, most adjustments relate to unplanned expenses and the timing of grants and bond related projects.

ORDINANCE NO.

AN ORDINANCE TO AMEND THE CITY OF PARIS FISCAL YEAR
2016– 2017 BUDGET

WHEREAS, *Tennessee Code Annotated* Title 9 Chapter 1 Section 116 requires that all funds of the State of Tennessee and all its political subdivisions shall first be appropriated before being expended and that only funds that are available shall be appropriated; and

WHEREAS, the Municipal Budget Law of 1982 requires that the governing body of each municipality amend the annual budget ordinance to insure compliance with the relating lawful expenditures,

NOW THEREFORE BE IT ORDAINED BY THE CITY OF PARIS, TENNESSEE AS FOLLOWS:

Section 1. The FY 2016 – 2017 Budget Ordinance, Section 2 shall be amended by deleting Section 2 in its entirety:

Fund	General			Solid Waste		
	FY 2015 Audited	FY 2016 Budget	FY 2017 Proposed	FY 2015 Audited	FY 2016 Budget	FY 2017 Proposed
Revenues						
Local Taxes	\$6,722,047	\$7,561,500	\$7,637,050			
State of TN	1,424,877	1,477,200	1,483,000			
Federal Government	417,634	83,000	675,000			
Other Sources	1,854,598	1,976,653	1,975,713	1,580,547	1,957,675	1,608,500
Total Revenues	\$10,419,156	\$11,098,353	\$11,770,763	\$1,580,547	\$1,957,675	\$1,608,500
Expenditures						
Salaries	\$4,537,355	\$4,513,922	\$4,742,831	\$397,711	\$380,023	\$395,952
Other	5,882,823	6,575,701	6,908,921	968,736	1,757,063	894,942
Total Expenditures	\$10,420,178	\$11,089,623	\$11,651,752	\$1,366,447	\$2,137,086	\$1,290,894
Beginning Fund Balance	\$1,081,372	\$1,080,350	\$1,089,080	\$2,422,577	\$2,636,677	\$2,457,266
Ending Fund Balance	1,080,350	1,089,080	1,208,091	2,636,677	2,457,266	2,774,872
No. of FTE Employees	120	120	120	11	11	11

Fund	Drug			Cemetery		
	FY 2015 Audited	FY 2016 Budget	FY 2017 Proposed	FY 2015 Audited	FY 2016 Budget	FY 2017 Proposed
Revenues						
Local Taxes						
State of TN						
Federal Government						
Other Sources	\$47,270	\$56,510	\$59,000	\$233	\$250	\$250
Total Revenues	\$47,270	\$56,510	\$59,000	\$233	\$250	\$250
Expenditures						
Salaries						
Other	\$46,474	\$70,200	\$72,800	\$0	\$0	\$0
Total Expenditures	\$46,474	\$70,200	\$72,800	\$0	\$0	\$0
Beginning Fund Balance	\$80,960	\$81,756	\$68,066	\$182,017	\$182,250	\$182,500
Ending Fund Balance	\$81,756	\$68,066	\$54,266	\$182,250	\$182,500	\$182,750
No. of FTE Employees	0	0	0	0	0	0

Section 2. The City of Paris City Commission does hereby amend the following estimate of revenues, estimated unencumbered fund balances, and expenditures as follows:

General Fund Revenues shall be amended as follows:

- Property Tax Current shall increase by \$37,500
- JAG Grant shall increase by \$15,000
- CDBG - BPU Wastewater Project shall increase by \$60,000
- HOME Grant shall decrease by \$298,000
- Façade Improvement Grant shall decrease by \$125,000
- State Grant for Signalization shall decrease by \$150,000
- Sale of Assets shall increase by \$25,000
- Proceeds from Energy Efficiency Bond shall increase by \$2,600,000

General Fund Expenditures are amended as follows:

- General Admin. IT Services will increase by \$8,400
- General Admin. Sundry Contractual will decrease by \$8,400
- Building Inspection Engineering Services will increase by \$10,000
- In the area of Community Development, the following amendments will be made:
 - CDBG – BPU Wastewater Project will increase by \$60,000
 - HOME Grant will decrease by \$298,000
 - Façade Improvement Grant will decrease by \$125,000
 - Signalization Grant Project will decrease by \$150,000
 - Energy Efficiency / Trane Project will increase by \$2,600,000

Solid Waste Fund Revenues are amended as follows:

- Landfill Operating Transfer In will increase by \$750,000

Solid Waste Fund Expenses are amended as follows:

- Sanitation Operating Transfer Out will be increased by \$750,000
- Sanitation Disposal Cost will increase by \$30,000

Cemetery Trust Fund Revenues are amended as follows:

- Other Revenue shall increase by \$179,567

So that Section 2 shall read as follows:

Fund	General			Solid Waste		
	FY 2015 Audited	FY 2016 Budget	FY 2017 Proposed	FY 2015 Audited	FY 2016 Budget	FY 2017 Proposed
Revenues						
Local Taxes	\$6,722,047	\$7,561,500	\$7,674,550			
State of TN	1,424,877	1,477,200	1,483,000			
Federal Government	417,634	83,000	177,000			
Other Sources	1,854,598	1,976,653	4,600,713	1,580,547	1,957,675	2,358,500
Total Revenues	\$10,419,156	\$11,098,353	\$13,935,263	\$1,580,547	\$1,957,675	\$2,358,500
Expenditures						
Salaries	\$4,537,355	\$4,513,922	\$4,742,831	\$397,711	\$380,023	\$395,952
Other	5,882,823	6,575,701	9,005,921	968,736	1,757,063	1,674,942
Total Expenditures	\$10,420,178	\$11,089,623	\$13,748,752	\$1,366,477	\$2,137,086	\$2,070,894
Beginning Fund Balance	\$1,081,372	\$1,080,350	\$1,089,080	\$2,422,577	\$2,636,677	\$2,457,266

Ending Fund Balance	1,080,350	1,089,080	1,275,591	2,636,677	2,457,266	2,744,872
No. of FTE Employees	120	120	120	11	11	11

Fund	Drug			Cemetery		
	FY 2015 Audited	FY 2016 Budget	FY 2017 Proposed	FY 2015 Audited	FY 2016 Budget	FY 2017 Proposed
Revenues						
Local Taxes						
State of TN						
Federal Government						
Other Sources	\$47,270	\$56,510	\$59,000	\$233	\$250	\$179,817
Total Revenues	\$47,270	\$56,510	\$59,000	\$233	\$250	\$179,817
Expenditures						
Salaries						
Other	\$46,474	\$70,200	\$72,800	\$0	\$0	\$0
Total Expenditures	\$46,474	\$70,200	\$72,800	\$0	\$0	\$0
Beginning Fund Balance	\$80,960	\$81,756	\$68,066	\$182,017	\$182,250	\$182,500
Ending Fund Balance	\$81,756	\$68,066	\$54,266	\$182,250	182,500	\$362,317
No. of FTE Employees	0	0	0	0	0	0

Section 3. The current Section 3 shall be deleted in its entirety:

General Fund	\$12,859,843
Solid Waste Fund	4,065,766
Drug Fund	127,066
Cemetery Fund	182,750
Total All Funds	\$17,235,425

Section 3 is amended as follows:

General Fund	\$15,024,343
Solid Waste Fund	4,815,766
Drug Fund	127,066
Cemetery Fund	362,317
Total All Funds	\$20,329,492

SECTION 4. All encumbered balances of appropriations remaining at the end of the fiscal year shall lapse and revert to the respective fund balances.

SECTION 5. This ordinance shall take effect June 1, 2017 the public welfare requiring it.

Passed and adopted _____ May 4, 2017 _____.

Passed and adopted _____ June 1, 2017 _____.

Mayor

Finance Director

NEW BUSINESS
AGENDA ITEM NO. 4
Resolution Authorizing the Issuance of Bonds in Conjunction with the City's
Energy Efficiency Project

The following resolution serves as authorization for the City to issue bonds for its energy efficiency project with Trane for the purpose of energy conservation. This resolution, if approved, will serve as part of the supporting materials required to be submitted to the State as part of the City's QECB application.

(Resolution sent under separate cover)

NEW BUSINESS
AGENDA ITEM NO. 5
Ordinance to Amend 1-601 of the Paris Municipal Code (Public Records Policy)
(First Reading)

The Tennessee Public Records Act, "TPRA", as enacted in T.C.A. 10-7-501, requires the City of Paris to establish a written Public Records Policy to provide economical and efficient access by the public to public records of the City of Paris. This policy must be in place by July 1, 2017. Following is the ordinance staff is proposing to comply with the TPRA and replace our current policy, it follows very closely the model policy provided by MTAS.

ORDINANCE NO. _____

AN ORDINANCE to Amend 1-601 *et seq.* of the Paris Municipal Code

SECTION 1. BE IT ORDAINED by the Board of Commissioners of the City of Paris, Tennessee, that 1-601 *et seq.* of the Paris Municipal Code be deleted in its entirety and the following be substituted therefore:

1-601. Intent. The Tennessee Public Records Act, "TPRA", as enacted in T.C.A. 10-7-501 *et seq.* requires the City of Paris to establish a written Public Records Policy to provide economical and efficient access by the public to public records of the City of Paris. The City of Paris desires to comply with the provisions of T.C.A. 10-7-501 *et seq.* as it pertains to records management throughout the various offices, departments, and Boards of the City of Paris, Tennessee.

It is the stated purpose of the City of Paris, Tennessee to timely and efficiently provide access and assistance to persons requesting to view or receive copies of public records of the City of Paris. No provisions of this policy shall be used to hinder access to public records. However, the integrity and organization of public records, as well as the efficient and safe operation of the City of Paris shall be protected as provided by State law. This policy is available for inspection and duplication in the office of the City Recorder. This policy shall be reviewed periodically as needed.

1-602. Definitions.

- A. Records Custodian: The office, official or employee lawfully responsible for the direct custody and care of a public record. See Tenn. Code Ann. § 10-7-503(a)(1)(C). The records custodian is not necessarily the original preparer or receiver of the record.
- B. Public Records: All documents, papers, letters, maps, books, photographs, microfilms, electronic data processing files and output, films, sound recordings, or other material, regardless of physical form or characteristics, made or received pursuant to law or ordinance or in connection with the transaction of official business by any governmental agency. See Tenn. Code Ann. § 10-7-503(a)(1)(A).
- C. Public Records Request Coordinator: The individual, or individuals, designated in Section III, A.3 of this Policy who has, or have, the responsibility to ensure public record requests are routed to the appropriate records custodian and are fulfilled in accordance with the TPRA. See Tenn. Code Ann. § 10-7-503(a)(1)(B). The Public Records Request Coordinator may also be a records custodian.
- D. Requestor: A person seeking access to a public record, whether it is for inspection or duplication.

1-603. Requesting Access to Public Records.

- A. Public record requests shall be made to the Public Records Request Coordinator ("PRRC") or his/her designee or via online submission in order to ensure public record requests are routed to the appropriate records custodian and fulfilled in a timely manner.

- B. Requests for inspection only cannot be required to be made in writing. The PRRC will request a mailing or email address from the requestor for providing any written communication required under the TPRA.
- C. Requests for inspection may be made orally or in writing on Form A at The City of Paris, City Hall, 100 N. Caldwell Street, Paris, TN 38242 or by phone at 731/641-1402 or by email to tpillow@cityofparistn.gov.
- D. Requests for copies, or requests for inspection and copies, shall be made in writing on Form A in person or by mail at the City of Paris City Hall, 100 N. Caldwell Street, Paris, TN 38242. or by email to tpillow@cityofparistn.gov.
- E. Proof of Tennessee citizenship by presentation of a valid Tennessee driver's license or alternative acceptable form of ID is required as a condition to inspect or receive copies of public records.

1-604. Responding to Public Records Requests.

A. Public Record Request Coordinator

- 1. The PRRC shall review public record requests and make an initial determination of the following:
 - a. If the requestor provided evidence of Tennessee citizenship;
 - b. If the records requested are described with sufficient specificity to identify them; and
 - c. If the City of Paris is the custodian of the records.
- 2. The PRRC shall acknowledge receipt of the request and take any of the following appropriate action(s):
 - a. Advise the requestor of this Policy and the elections made regarding:
 - i. Proof of Tennessee citizenship;
 - ii. Form(s) required for copies;
 - iii. Fees (and labor threshold and waivers, if applicable); and
 - iv. Aggregation of multiple or frequent requests.
 - b. If appropriate, deny the request in writing, providing the appropriate ground such as one of the following:
 - i. The requestor is not, or has not presented evidence of being, a Tennessee citizen;
 - ii. The request lacks specificity;
 - iii. An exemption makes the record not subject to disclosure under the TPRA;
 - iv. The City of Paris is not the custodian of the requested

records; or

- v. The records do not exist.
- c. If appropriate, contact the requestor to see if the request can be narrowed.
- d. Forward the records request to the appropriate records custodian in the City of Paris.

3. The designated PRRC is:

- a. Name or title: The City Recorder for the City of Paris, Tennessee.
- b. Contact information: The City of Paris, City Hall, 100 N. Caldwell Street, Paris, TN 38242 or by phone at 731/642-1402 or by email to tpillow@cityofparistn.gov.

B. Records Custodian

1. Upon receiving a public records request, a records custodian shall promptly make requested public records available in accordance with Tenn. Code Ann. § 10-7-503. If the records custodian is uncertain that an applicable exemption applies, the custodian may consult with the PRRC, counsel, or the OORC.
2. If not practicable to promptly provide requested records because additional time is necessary to determine whether the requested records exist; to search for, retrieve, or otherwise gain access to records; to determine whether the records are open; to redact records; or for other similar reasons, then a records custodian shall, within seven (7) business days from the records custodian's receipt of the request, send the requestor a completed Public Records Request Response Form which is attached as Form B, based on the form developed by the OORC.
3. If a records custodian denies a public record request, he or she shall deny the request in writing as provided in Section III.A.2.b using the Public Records Request Response Form B.
4. If a records custodian reasonably determines production of records should be segmented because the records request is for a large volume of records, or additional time is necessary to prepare the records for access, the records custodian shall use the Public Records Request Response Form B to notify the requestor that production of the records will be in segments and that a records production schedule will be provided as expeditiously as practicable. If appropriate, the records custodian should contact the requestor to see if the request can be narrowed.
5. If a records custodian discovers records responsive to a records request were omitted, the records custodian should contact the requestor concerning the omission and produce the records as quickly as practicable.

C. Redaction

1. If a record contains confidential information or information that is not open for public inspection, the records custodian shall prepare a redacted copy prior to providing access. If questions arise concerning redaction, the records custodian should coordinate with counsel other appropriate parties regarding review and redaction of records. The records custodian and the

PRRC may also consult with the OORC.

2. Whenever a redacted record is provided, a records custodian should provide the requestor with the basis for redaction. The basis given for redaction shall be general in nature and not disclose confidential information.

1-605. Inspection of Records.

- A. There shall be no charge for inspection of open public records.
- B. The location for inspection of records within the offices of the City of Paris shall be determined by either the PRRC or the records custodian.
- C. When a reasonable basis exists, the PRRC or a records custodian may require an appointment for inspection.

1-606. Copies of Records.

- A. A records custodian shall promptly respond to a public record request for copies in the most economic and efficient manner practicable.
- B. Copies will be available for pickup at the City of Paris City Hall.
- C. Upon payment for postage, copies will be delivered to the requestor's home address by the United States Postal Service.
- D. A requestor will not be allowed to make copies of records with personal equipment. Requestors may purchase storage devices from the City of Paris upon which the records will be downloaded

1-607. Fees and Charges and Procedures for Billing and Payment.

Fees and charges for copies of public records should not be used to hinder access to public records.

- A. Records custodians shall provide requestors with an itemized estimate of the charges prior to producing copies of records and may require pre-payment of such charges before producing requested records.
- B. When fees for copies and labor do not exceed \$1.00, the fees may be waived. Requests for waivers for fees above \$1.00 must be presented to the City Recorder for the City of Paris, TN, who is authorized to determine if such waiver is in the best interest of the City of Paris and for the public good. Fees associated with aggregated records requests will not be waived.
- C. Fees and charges for copies are as follows
 1. \$0.15 per page for letter- and legal-size black and white copies.
 2. \$0.50 per page for letter- and legal-size color copies.
 3. The actual cost of any other medium upon which a record/information is being produced.
 4. Labor when time exceeds one hour.
 5. If an outside vendor is used, the actual costs assessed by the vendor.

- D. Payment is to be made in cash or by personal check payable to the City of Paris presented to the City Recorder.
- E. Payment in advance will be required when costs are estimated to exceed \$1.00.
- F. Aggregation of Frequent and Multiple Requests
- G.
 - 1. The City of Paris will aggregate record requests in accordance with the Frequent and Multiple Request Policy promulgated by the OORC when more than (4) requests are received within a calendar month (either from a single individual or a group of individuals deemed working in concert).
 - 2. If more than four (4) requests are received within a calendar month:
 - a. Records requests will be aggregated at the department level.
 - b. The PRRC is responsible for making the determination that a group of individuals are working in concert. The PRRC or the records custodian must inform the individuals that they have been deemed to be working in concert and that they have the right to appeal the decision to the OORC.
 - c. Requests for items that are routinely released and readily accessible are exempt from this policy. These records include but are not limited to agendas of Boards and Commissions and Approved Minutes of Boards and Commissions.

1-608. Severability.

If a part of this resolution is invalid, all valid parts that re severable from the invalid part remain in effect. If a part of this resolution is invalid in one or more of its applications, the part remains in effect in all valid applications that are severable from the invalid applications.

SECTION 2. All ordinances and parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION 3. This ordinance shall take effect on July 1, 2017 after final passage and adoption.

Passed and adopted _____.

Passed and adopted _____.

Mayor

Finance Director

NEW BUSINESS
AGENDA ITEM NO. 6
Proposed Change to the City's Current 457 Plan and Introduction of the State's
401K Plan

For quite some time the City has offered, on a strictly voluntary basis, the opportunity for employees to participate in a 457 Retirement plan. The plan's administrator is Great West. In the past few years the State of TN has pushed municipalities to offer the State's 457 as well as 401K plans which are also administrated by Great West. Recently the State approached the City of Paris about migrating our 457 Retirement plan to theirs, as well as adopting their 401K Retirement plan to offer to our employees. Both plans are entirely voluntary and the City is under no obligation to contribute to them on behalf of employees. Since Great West is the administrator of all plans, they are in full support of the City moving our 457 plan to the State's plan. There will be no difference in plans, this will simply be an internal change for Great West. The addition of a 401K plan will open up new retirement options for our employees. There are no associated costs for the City to participate in the State's plans. Participation will result in lower fees to the account holders since the plans will fall under the State's contract with Great West. Staff requests that if you are in agreement you pass the resolutions and approve the Mayor to sign the appropriate agreements to make the requested changes.

(Resolutions and agreements sent under separate cover)

NEW BUSINESS
AGENDA ITEM NO. 7
Resolution to Amend the City of Paris Personnel Rules and Regulations

The following resolution is presented for the purpose of cleaning up and / or clarifying some items in our personnel rules and regulations. Updates include: correction of the compensatory time policy for Police Officers, clarification of the funeral leave policy, an updated version of the job description for Landfill Superintendent and an additional provision added to our Educational Assistance policy.

RESOLUTION NO. _____

WHEREAS, The City of Paris, Tennessee, has adopted Personnel Rules and Regulations effective April 6 1994; and,

WHEREAS, Paris Municipal Code 1-503 specifies that amendments to said Personnel Rules and Regulations shall be adopted by the City Commission by Resolution before they shall have force and effect; and,

WHEREAS, The City Manager of the City of Paris, Tennessee has recommended to the City Commission that said Personnel Rules and Regulations be amended as follows:

A. That the third paragraph of IV. COMPENSATION AND BENEFITS, G. Compensatory Time., 2. Fire and Police. Be deleted in its entirety and the following substituted therefore:

G. Compensatory Time., 2. Fire and Police. Police Department personnel who are non-exempt may request to receive compensatory time for time worked in excess of 84 hours within the pay period. Compensatory time so accrued will be compensable at a rate of one and one-half hours per each our worked. Police Department personnel may accrue up to a maximum of 120 hours.

B. That IV COMPENSATION AND BENEFITS, O. Funeral Leave. be deleted in its entirety and the following substituted therefore:

O. Funeral Leave. Employees may use up to three consecutive calendar days for funeral leave for the death of a member of the employee's immediate family. These three consecutive days must overlap with and shall include the day of the funeral. Further, if the employee is not scheduled to work on one or more of the days overlapping with and including the day of the funeral then the employee shall not be entitled to take funeral leave days at another time. Immediate family shall be limited to the employee's spouse, children or stepchildren, children's spouses, grandchildren, the employee's or spouse's parents, step parents, or grandparents, brothers and sisters, or any other member of the employee's immediate household.

C. That VIII MISCELLANEOUS PROVISIONS, E. Educational Assistance. Be amended by adopting the following language as the second unnumbered paragraph of E. as follows:

The employee shall enter into an agreement with the City agreeing to repay the City for the total amount of any benefits provided the employee if the employee, for any reason, voluntarily leaves the City's employment within 24 months of the date of the last reimbursement by the City to the employee.

That the Landfill Superintendent job description be deleted in Appendix B and the following substituted therefore:

LANDFILL SUPERINTENDENT

Nature of Work

This is responsible work concerning refuse disposal activities.

Work includes scheduling of the refuse disposal with Transfer Station Contractor to insure prompt and efficient service.

Duties include operation of all heavy equipment associated with Landfill maintenance. The work also involves extensive public contact, often under trying circumstances that require considerable tact and diplomacy. All work is performed under the general direction of the City Manager, is reviewed through inspection, and by evaluating reactions and comments of the public.

Works extensively with State EPA officials, design engineers and survey crews to insure proper development and maintenance of the Landfill.

Illustrative Examples of Work

Organizes, trains, schedules, assigns, and reviews the work of the Landfill Clerk and Transfer Station Contractor engaged in refuse disposal activities.

Responsible for the gate at the landfill and the personnel attending the gate.

Receives, investigates, and disposes of complaints.

Assists in scheduling of trucks, equipment, supervising the landfill and the gate.

Desirable Knowledges, Abilities and Skills

Ability to fill the qualifications of Equipment Operator I and Equipment Operator II.

Considerable knowledge of modern methods and techniques of refuse disposal.

Ability to establish and maintain effective working relationships with subordinates, other departments, the Henry County Solid Waste Director and the public.

Ability to plan, lay out, coordinate, schedule, and effectively supervise the work any workers engaged in refuse disposal. Ability to conduct effective public relations, ability to work close with the Public Works Director.

Considerable knowledge of the operating characteristics and servicing of equipment used in the landfill operations.

Considerable knowledge of the work hazards and applicable safety precautions associated with equipment and operations.

Considerable knowledge of all landfill regulations.

Ability to read and properly interpret blueprints and properly construct to said blueprint.

Desirable Training and Experience

Education sufficient to develop basic reading, writing, and mathematical skills.

Considerable experience in operating landfill equipment, with experience in municipal refuse disposal. (Res. # 1518, 04/04/13)

A Commercial Driver’s License (CDL) and cell phone are required for this position. Upon employment with the City, the probationer must obtain both. If the probationer does not obtain a CDL in the normal probation period of six (6) months, the probationary period may be extended up to an additional six (6) months by the City Manager, but no further extension shall be made. (Res. # 1495, 12/01/11)

This Resolution shall become a part of and be spread upon the minutes of this meeting of the Board of Commissioners of the City of Paris, Tennessee.

Unanimously adopted, this the _____ day of _____, 2017.

Mayor

Finance Director

NEW BUSINESS
AGENDA ITEM NO. 8
BPU Request for Water and Sewer Tap Fee Increases

The BPU is asking for commission approval of an increase to water and sewer tap fees based on the information below. Water tap fees have not changed since April 2007 and sewer fees have not changed since February 1998. An evaluation of the BPU's costs show an increase is necessary to recoup material, labor, and overhead increases absorbed by the BPU over the last several years. Their goal is to simplify fees by eliminating a separate city and county fee. The plan is to have new tap fees in place by July 1, 2017. The BPU General Manager Terry Wimberley will present the BPU's request and answer any questions you may have. If the Commission chooses, approval can be granted by passing an ordinance by caption. The full ordinance would come to the Commission for second reading at the June meeting.

Proposed changes to the **water** connection fees:

5/8" tap (technically correct instead of 3/4")	\$1,000
1" tap	\$1,250
2" tap	\$2,500

Notes:

1. BPU no longer installs a 1 1/2" tap. No connection fee is needed.
2. Connection fees will be the same for inside city connection and outside city connection

Proposed changes to the **sewer** connection fees:

4" Tap	\$1,000
6" Tap	\$1,100

Notes:

1. Connection fees will be the same for inside city connection and outside city connection

**NEW BUSINESS
AGENDA ITEM NO. 9
Ordinance to Amend 11-1503 E.2. and 11-1503 G. of the Paris Municipal Code
(Zoning of Commercial Lots) (First Reading)**

Staff is providing the attached Ordinance as a recommendation to amend 11-1503 of the Zoning Ordinance to allow on any commercial lot more than one principal business and the principal businesses must all be housed in permanent buildings. Any such principal building or buildings and any accessory buildings shall be subject to certain conditions such as setbacks, building codes, area and bulk regulation, etc.

Additionally, where there are principal uses without a building, the ordinance states: where a permitted use is not housed in a building, such use shall be considered a temporary use. Any such permitted use shall only be allowed for a maximum two (2) week period twice during any calendar year.

ORDINANCE NO. _____

AN ORDINANCE to Amend 11-1503 E. 2. And 11-1503 G. of the Paris Municipal Code.

SECTION 1. BE IT ORDAINED by the Board of Commissioners of the City of Paris, Tennessee, that 11-1503 E. 2. And 11-1503 G. be amended as follows:

- A. That 11-1503 E. 2. of the Paris Municipal Code be deleted in its entirety and the following substituted therefore:
 - 2. On any commercial lot more that one principal business shall be allowed. The principal businesses must all be housed in permanent buildings. Any such principal building or buildings and any accessory buildings shall:
 - a. Meet all the area and bulk regulations contained in this title.
 - b. Meet the minimum lot and area setback requirements contained in this title.
 - c. Meet all building code requirements necessary for a principal building.
- A. That 11-1503 G. Principal Uses Without Buildings be deleted in its

entirety and the following substituted therefore:

- G. Principal Uses Without Buildings. Where a permitted use is not housed in a building, such use shall be considered a temporary use. Any such permitted use shall only be allowed for a maximum two (2) week period twice during any calendar year. Provided, however, such permitted use shall also comply with all yard and minimum lot area requirements applicable to the districts in which the permitted use is located, as well as obtaining any other license or permit applicable to that particular use.

(Ord. # _____ / _____ / 17.)

SECTION 2. All ordinances and parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION 3. This ordinance shall take effect on and after final passage and adoption.

Passed and adopted _____.

Passed and adopted _____.

Mayor

Finance Director

NEW BUSINESS
AGENDA ITEM NO. 10
Ordinance to Amend 5-201 and 5-202 of the Paris Municipal Code (Peddler Ordinance) (First Reading)

Attached is an ordinance presented to the Commission as a recommendation for amendments to the Municipal Code for the Peddler's Permit found in Title 5, Chapter 2. The proposed regulations would limit a vendor to a maximum two (2) week period twice during any calendar year.

Additionally this amendment further defines a seasonal merchant, seasonal retailer, peddler, transient merchant, itinerant merchant, transient vendor, or itinerant vendor.

ORDINANCE NO. _____

AN ORDINANCE to Amend 5-201 and 5-202 of the Paris Municipal Code.

SECTION 1. BE IT ORDAINED by the Board of Commissioners of the City of Paris, Tennessee:

- A. That **5-201. License Required.** be deleted in its entirety and the following substituted therefore:

5-201. License Required. It shall be unlawful for a seasonal merchant, seasonal retailer, peddler, transient merchant, itinerant merchant, transient vendor, or itinerant vendor as defined in Section 5-202 of this Ordinance to engage in such business within the City of Paris without first obtaining a license therefore in compliance with the provisions of this Ordinance. Such license shall be for a maximum two (2) week period twice during any calendar year. Provided, however, that yard sales and sales of home grown and homemade items grown or made by the licensee shall be exempt from the provisions of this chapter except during the World's Biggest Fish Fry celebration. (Ordinance # 581, 03/03/83; Ordinance # 598, 09/01/83; Ordinance # 761, 08/06/91; Ordinance # 794, 04/15/92, Ordinance # _____ / _____ / 17.)

- B. That **5-202. Definitions.** be deleted in its entirety and the following substituted therefore:

5-202. Definitions. For the purposes of this Ordinance a seasonal merchant, seasonal retailer, peddler, transient merchant, itinerant merchant, seasonal vendor, or itinerant vendor is defined as any person, firm or corporation, whether as owner, agent, consignee, or employee, whether a resident of the City or not, who engages in a temporary, and/or seasonal, and/or occasional business of selling or delivering goods, wares, or merchandise at retail within said City and who, in furtherance therefore, or for such purpose hires, leases, uses, or occupies any building, structure, motor vehicle, tent, shed, public room in a hotel, motel lodging house, apartment, or shop, or uses any street, alley, or other place within the City, for the exhibition and sale of such goods, wares, merchandise, produce, or craft item, or any same or similar item as identified herein, either privately, or to the public.

Such definitions shall not be construed to include any person, firm, or corporation who, while occupying such a temporary location,

does not sell from stock, but exhibits samples only for the purposes of securing orders for future delivery only. Provided, however, that one who solicits orders and as a separate transaction makes deliveries to purchasers as a part of a scheme or design to evade the provisions of this Ordinance shall be deemed to be subject to the provisions of this Ordinance.

The person, firm, or corporation so engaged in business as defined in this chapter shall not be relieved from complying with the provisions of this Ordinance merely by reason of associating with any local dealer, trader, merchant, retailer, auctioneer, or business; or by conducting such business as governed by this chapter in connection with, as a part of, or in the name of any local dealer, trader, merchant, retailer, auctioneer, or business. (Ord. # _____ / ____ / ____ /17.)

SECTION 2. All ordinances and parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION 3. This ordinance shall take effect on and after final passage and adoption.

Passed and adopted _____.

Passed and adopted _____.

Mayor

Finance Director

STATUS OF VARIOUS PROJECTS
May 2017

ITEM	PRIMARY STAFF	TARGET COMPLETION DATE(S)	NOTES
Alley Drainage Project	Jessie/Foster	Summer 2017 for alleys two and three	Demolition of the second alley began on Monday.
Signalization at Jim Adams & Volunteer Drives	Morris/Foster	Summer 2017	Preconstruction conference was held March 14; materials were ordered; construction to begin mid-June, to be complete before school starts in August.
HOME Grant	Morris/Foster	2018	Out of the top three homes that qualified as high priority on our list of applicants, two have failed to pass inspection. It appears that the third will pass, we are waiting to hear back from the inspector. If it does in fact pass, the State will send their inspector to do a second inspection. If it passes the second inspection the job will be put out to bid.
Back Alley Paris	Foster/Morris/Ray(DPA)	On-Going	Four "windows" have been completed and a ribbon cutting was held March 27. This work completes the current ABC grant. We are looking into options for additional grants to further this project.
City Hall Renovations	Foster/Elizondo	Summer 2017	Work has begun on building modifications for the Police Dept. Once complete, the PD will be more accessible to the public. A security door has been moved to the hallway just outside Jennifer's office. A second door will be installed to make the entrance to police records entirely secure. This will be done once office renovations have been completed.
Preserve Paris	Foster/Morris	On-Going	Our first Clean Sweep Day for 2017 on Wynn Street was a huge success. We had approximately 60 volunteers that worked for about three hours. We haven't yet determined where or when our next event will be, we're open for suggestions.
Demolitions	Foster/Brown	On-Going	One structure was demolished during April but not with city resources. Our trackhoe is being repaired and has been unavailable for demolitions. We have two private demolitions pending and several we plan to do once our trackhoe is back in operation.
Tourism Enhancement Grant	Foster/Morris	Fall 2017	Construction is planned to begin in June and is anticipated to be completed by September.
ADA Compliance	Foster/Morris/Rock	On-Going	We are currently putting together an inventory so that a consultant can provide us with an estimated cost for developing a transition plan.
MS4	Foster/Morris/Brown	On-Going	We received our NOC (Notice of Coverage) from TDEC in mid-March. Work is ongoing with SSR (our consultant) to further enhance our plan and action items.
Energy Efficiency Project with Trane	Foster	2018	We received approval from the State for the Qualified Energy Conservation Bonds. The bonds are planned to be taken to market on May 25. Kim will be meeting with Trane on May 18 to review the various recommended changes to city facilities. An Executive Summary of the project will be presented at the June Commission meeting.
Hillcrest Cemetery	Foster/McLean	Summer 2017	The trust account with Commercial Bank was transferred to the City on April 26. Jack Veazey is waiting for Beasley and Associates to finish the tax return for the Hillcrest Cemetery Association so he can close the last remaining account and transfer all of those funds to the City.
Water Slides at Gerald Howard Municipal Pool	Foster/Lawrence	End of May	Installation of the structure began in April and continues with the erection of the slides this week. We will have a ribbon cutting to celebrate its completion at 4:30 on Tuesday, May 23.